



CASA

APPLICATION &

SCREENING CHECKLIST

CASA of Lane County has a policy of Continued Mutual Screening. The CASA of Lane County Staff are evaluating prospective volunteers throughout the entire application and training process. If they believe at any time in the process that the applicant would be better suited in an alternative volunteer position, they will notify the applicant. If the applicant comes to believe that this is not a role they would like to pursue they are free to withdraw their application at any time throughout the screening process. A prospective volunteer does not become an official CASA Volunteer until they are sworn-in by the juvenile court judge. The reason why this volunteer position is so exclusive is because the stakes are so high. Our agency's priority is to ensure effective advocacy for children.

Screening Agreement

- The applicant signs and returns the *Screening Agreement* to the Volunteer Coordinator.
- After the *Screening Agreement* is received, the Volunteer Coordinator will contact the applicant to schedule a Telephone Interview.

Telephone Interview

- Complete Telephone Interview. This interview is approximately 20 minutes long and assures the applicant and the Volunteer Coordinator are entering the application process from the same point of reference.
- The Volunteer Coordinator, with consultation with the Program Director, will review the interview and follow up by mail or e-mail. For applicants selected to proceed with the application process, the Volunteer Coordinator will send out the *CASA Volunteer Application on-line link*, *Letter of Reference Form*, and *Writing Sample* via e-mail.

Application—All Materials Due by Five Weeks Before Training

- 3 Letters of Reference Forms* for the applicant.
- Writing Sample*. Applicant will submit a short essay (300-400 words) on a memory they would like to share from childhood to adulthood. Please submit the essay as an attachment to an email sent to the Volunteer Coordinator.
- CASA Volunteer Application - online*. The Volunteer Coordinator will send the applicant the link.
- After the application and the above materials are received, the Volunteer Coordinator will contact successful applicants to schedule their in-person Secondary Interview.

Secondary Interview—Most will be held in the early to mid-August

- The Secondary Interview is approximately 1 hour long and is part of the mutual screening process. The interview is intended for both the Volunteer Coordinator, in consultation with Program Staff, to assess the applicant's fit for the role but also for the applicant to gather more information.

Admission to Training—Notification by Three Weeks Before Training

- The Volunteer Coordinator will contact at least one of the applicant's references by telephone in follow-up to their Letter of Reference.
- The Volunteer Coordinator, with consultation with the Program Director, will review the application process to date and evaluate the applicant for fit.
- The applicant will be notified whether or not they are accepted into the training class by letter.
- If accepted, the applicant must confirm training start date by **One Week Before Training** with Volunteer Coordinator and report any scheduling conflicts.
- Fingerprints for a FBI Criminal Background Check will be scheduled by the applicant via instructions given by Volunteer Coordinator
- Social Security Number Verification form – to be signed.
- Copy of your driver's license- CASA Staff will make a copy
- The continued mutual screening process continues throughout the training.

CASA of Lane County
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